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- 1. The Hungarian Planning Office (Orszagos Tervhivatal), Sudapest, Nador utca 9/13, is represented in every national export combine, in every factory, and in every
- 2. The planning officers report directly, in the case of an export combine, to the Planning Section of the Ministry of Foreign Trade; and, in the case of a producing firm, to the Planning Section of the relevant controlling ministry (e.g. Light or Heavy Industry).
- 3. Roports as to whether planned figures are adhered to are rendered weekly.

mill by a planning officer.

- 4. With the exceptions described below, direct contact between planning officers is strictly prohibited. Meetings between planning officers do, however, take place from time to time in the Planning Section of the Ministry concerned, as follows:
 - a. Of those in any one branch of incustry, when demands to raise production or special pronouncements of a general nature are made.
 - b. Of those in individual firms, when it is considered necessary to discuss the production of these firms in the light of the plan and also, as occasionally happens, the advisability of transferring commitments from one firm to another.
- 5. As regards the day-to-day duties of individual planning officers, the following applies in the case of the Magyar Külforgaimi n.v., Budapest, Dorottya utca 4, and is believed to be general practice.
 - a. The planning officer, who has to be a member of the Communist party, studies all invoices and records details of all orders.
 - b. In the case of non-fulfillment of any part of the plan, the planning officer discusses the situation with the General Manager and invites the latter's explanations.

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c. These explanations, together with the planning officer's evaluation of their validity, are included in his weekly report to the Planning Section of the Ministry of Foreign Trade. A copy of this report is passed to the General Manager for his information.

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